

## **FOOD SERVICE SUPERVISOR**

**JOB TITLE:** Food Service Supervisor

**GRADE:** 13

**JOB CODE:** 6001

**DATE:** 11/8/95

**GENERAL FUNCTION:** Supervises the preparation and distribution of prepared meals for program(s) of the local health department.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Supervises employees involved in the preparation and serving of meals.

Responsible for the sanitation of the food service area.

Assist in planning and preparing daily menus.

Trains employees and evaluates performance of their work.

Orders, receives and stores food.

Reviews and maintains routine records such as food inventory, food deliveries, resale, financial receipts, time and attendance reports, work sheets, etc.

**SUPERVISION RECEIVED:** Limited supervision with alternating periods of autonomy and general review. Supervisor plays substantial role in setting objectives and organizing work

**SUPERVISION EXERCISED:** Supervision would be that of first-line supervisor for supervising cook(s) and other kitchen personnel.

### **JOB SPECIFICATIONS:**

#### **Knowledge and Abilities:**

**Minimum, Education, Training, and Experience Requirements:** Three years of sub-professional or professional experience in a food service operation.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

## **COOK**

**JOB TITLE:** Cook

**GRADE:** 8

**JOB CODE:** 6002

**DATE:** 11/8/95

**GENERAL FUNCTION:** Performs general cooking duties for a health department.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Prepares all menu items according to quantity menus.

Bakes, roasts, broils and fries meat, fish and fowl.

Mixes and cooks specialty dishes and delicate foods.

Seasons foods by taste test and recipe.

Maintains records of food used and supply on hand.

Figures food cost and records on daily food cost sheet.

Cleans and sanitizes work areas.

Ensures proper storage of food.

**SUPERVISION RECEIVED:** Close supervision of simple, routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

**SUPERVISION EXERCISED:** No supervisory responsibility required.

### **JOB SPECIFICATIONS:**

#### **Knowledge and Abilities:**

Ability to read and write.

**Minimum Education, Training, and Experience Requirements:** High school diploma or GED. One year of cooking experience in an institutional or large scale commercial setting. Vocational training in food service will substitute for the required experience on a year-for-year basis.

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## **DRIVER**

**JOB TITLE:** Driver

**GRADE:** 6

**JOB CODE:** 6003

**DATE:** 11/8/95

**GENERAL FUNCTION:** General Function: Under appropriate supervision operates a vehicle to transport bulk meals to site(s). May also be required to transport clients to agency functions, clinics, day care or as agency requires.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Provides delivery of meals to specific site(s) in bulk containers.

Responsible for vehicle safety, product safety, occupant safety and timely deliverance of both food and clients to destination.

Lift, load and unload bulk containers and deliver to site(s) in a reasonable and timely manner for preparation and distribution to clients.

Transport clients to specific agencies for clinics, day care or special events.

**SUPERVISION RECEIVED:** Close supervision of simple, routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

**SUPERVISION EXERCISED:** No supervisory responsibility required.

### **JOB SPECIFICATIONS:**

#### **Knowledge and Abilities:**

Must exercise good judgment in highway safety and vehicle performance.

Must possess a valid Kentucky drivers license and maintain a safe driving record.

Able to read, write, perform simple record keeping, and follow written and verbal instructions.

**Minimum Education, Training, and Experience Requirements:** High school graduate or GED.

## **MEAL DELIVERY**

**JOB TITLE:** Meal Delivery

**GRADE:** 4

**JOB CODE:** 6004

**DATE:** 11/8/95

**GENERAL FUNCTION:** Under appropriate supervision, positions bulk food into individual containers, package, load into vehicles and deliver meals to clients. Must be knowledgeable of food packing safety and be able to follow state laws regarding food handlers health and sanitation regulations.

### **CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

Packages client meals according to clients diet.

Make sure client meal is properly labeled for delivery.

Take foods from hot ovens, position foods from bulk containers to individual containers, make sure foods maintain proper temperatures, seal containers, load in vehicle and deliver to clients.

Clean floors, counter tops, pots and pans and other utensils, and over-all cleanup of kitchen site; always adhering to food processing, safety, health, and sanitary procedures and guidelines.

Make sure vehicle is in good operating condition.

Collect and be accountable for monetary donations.

Detect any immediate health or environmental change or needs in client and report to supervisor. Report any emergency to proper authorities, immediate family and supervisor.

Complete necessary documentation and reporting any issues or concerns of clients to supervisor.

**SUPERVISION RECEIVED:** Close supervision of simple, routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

**SUPERVISION EXERCISED:** No supervisory responsibility

### **JOB SPECIFICATIONS:**

**JOB TITLE:** Meal Delivery (Continued)

**JOB CODE:** 6004

**Knowledge and Abilities:**

Must exercise good judgment in highway safety and vehicle performance.

Must possess a valid Kentucky drivers license and maintain a safe driving record.

Able to read, write, perform simple record keeping and follow written and verbal instructions.

Able to drive in adverse weather conditions and traffic.

Be pleasant, cheerful, courteous and accommodating to client needs.

Exercise good judgment.

Must be Bondable.

**Minimum Education, Training, and Experience Requirements:** High school graduate or GED.

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